

VILLAGE PRESIDENT
Ray Danford

VILLAGE CLERK
Jerry Menard

VILLAGE TRUSTEES
Rita Baker
Seth Speiser
Charlie Mattern
Ray Matchett, Jr.
Steve Smith
Mike Blaies

VILLAGE OF FREEBURG

FREEBURG MUNICIPAL CENTER
14 SOUTHGATE CENTER, FREEBURG, IL 62243
PHONE: (618) 539-5545 • FAX: (618) 539-5590
Web Site: www.freeburg.com

July 10, 2012

NOTICE

VILLAGE ADMINISTRATOR
Dennis Herzing

VILLAGE TREASURER
Bryan A. Vogel

PUBLIC WORKS DIRECTOR
Ronald Dintelmann

POLICE CHIEF
Melvin E. Woodruff, Jr.

VILLAGE ATTORNEY
Weilmuenster Law Group, P.C

MEETING OF PERSONNEL & PUBLIC SAFETY COMMITTEE (Personnel/Police/ESDA/Fire) (Baker/Smith/Mattern)

A Personnel and Public Safety Committee Meeting of the Village of Freeburg will be held at the Municipal Center, Executive Board Room, **Thursday, July 12, 2012, at 5:00 p.m.**

PERSONNEL AND PUBLIC SAFETY COMMITTEE MEETING

I. Items to be Reviewed

POLICE COMMITTEE

- A. Old Business
 - 1. Full-time and part-time police officer hires
- B. New Business
 - 1. Event at Freeburg Recreation Park

PERSONNEL COMMITTEE:

- A. Old Business
 - 1. Approval of June 19, 2012 Minutes
 - 2. Employee handbook
 - a. Public Works On Call Status
 - 3. Job descriptions
 - 4. Safety Policy
 - 5. Employee raise/job description update
- B. New Business
- C. General Concerns
- D. Public Participation
- E. Adjourn

At said Personnel Meeting, the Village Trustees may vote on whether or not to hold an Executive Session to discuss the selection of a person to fill a public office [5 ILCS, 120/2 – (c) (3)], litigation [5 ILCS, 120/2 - (c)(11)] personnel [5 ILCS, 120/2 – (c) (1) a.]; real estate transactions [5 ILCS, 120/2 - (c)(5)] or collective negotiating matters between the public body and its employees or their representatives [5 ILCS 120/2 (C)(2).

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PERSONNEL AND PUBLIC SAFETY COMMITTEE MEETING Thursday, July 12, 2012 at 5:00 p.m.

Chairperson Rita Baker called the meeting of the Personnel and Public Safety Committee to order on Thursday, July 12, 2011 at 5:02 p.m. Those present were Chairperson Rita Baker, Trustee Steve Smith, Trustee Charlie Mattern, Trustee Mike Blaies, Trustee Seth Speiser, Trustee Ray Matchett, Village Clerk Jerry Menard, Chief Mel Woodruff and Village Administrator Dennis Herzing. Guests present: Steve Burrows, John Blomenkamp and Tom Carpenter.

POLICE: A. OLD BUSINESS:

1. Full-time and part-time police officer hires: Mel said after the agreed upon deadline, we received a total of 76 applications for both full- and part-time officers. Of that total, 22 applicants are fully trained and ready to work; 19 need some form of training and 35 have no training or experience. He sent letters to all of the individuals that didn't qualify. We sent a similar letter to the partially qualified applicants advising we would keep their applications on file. The qualified applicants were sent a letter on Monday along with the police department application which authorizes us to do a background check. They were given a deadline of 7/20/12 to get that back into us. Mel offered anyone to review the applications if they wanted to.

Steve asked if the part-time officers we have hired have taken care of the overtime issue and Mel said predominantly, yes. Mel believes it is a good idea to add a couple more part-time officers to the department. Mel only had to fill overtime shift last month.

B. NEW BUSINESS:

1. Event at Freeburg Recreation Park: Mel said Glen approached the Board about this and was told to put his request in writing. Mel does not have a problem with it. Glen called Mel and asked for officers to be provided and understood the fee that would be charged for that service. Jerry asked if we would be charging a fee and Mel said yes, he explained that to Glen. She asked Mel if he would be handling the parking as well and he said no. Mel said the only concern he saw might be the late hour. Homecoming is usually over by midnight. Steve brought up the directions the speakers would be facing and said he would like them directed towards the trees and away from the homes. Mel said Glen is willing to come to any meeting to answer any questions. Steve would just try to keep the noise down for the people that live around the park. Dennis said the liquor license may need to be reviewed by the Mayor to see if it fits with the event description.

EXECUTIVE SESSION 5:18 P.M.

Trustee Steve Smith motioned to enter Executive Session citing personnel, 5 ILCS 120/2-(c)(1)a and Trustee Charlie Mattern seconded the motion. All voting aye, the motion carried.

EXECUTIVE SESSION ENDED at 5:24 P.M.

Chairperson Baker reconvened the regular session of the Personnel/Police Committee meeting at 5:24 p.m.

PERSONNEL:

A. OLD BUSINESS:

1. Approval of June 19, 2012 Minutes: *Trustee Steve Smith motioned to approve the June 19, 2012 Minutes and Trustee Charlie Mattern seconded the motion. All voting aye, the motion carried.*
2. Employee Handbook: Nothing at this time.
 - a. Public Works On Call Status: Dennis said this is basically done.
3. Job Descriptions: Nothing at this time.
4. Safety Policy: Nothing new.
5. Non-union employee raises: Mike asked if we are waiting on input from Gene for that. Mike said he is extremely busy with the consolidation.
6. Storage situation: Charlie asked for this to be added and to talk to Greg Blomenkamp. Dennis said a lot of things have backed up because we've been concentrating on the pool.

Trustee Speiser asked if we've done any interviewing for the electric lineman position and Mike said we have interviews set up for Monday, Tuesday and Wednesday. Rita said we'll be advised when the final interviews have been scheduled.

EXECUTIVE SESSION 5:28 P.M.

Trustee Steve Smith motioned to enter into Executive Session citing personnel, 5 ILCS 120/2-(c)(1)a and Trustee Charlie Mattern seconded the motion. All voting aye, the motion carried.

EXECUTIVE SESSION ENDED at 5:54 P.M.

Chairperson Baker reconvened the regular session of the Personnel/Police Committee meeting at 5:54 p.m.

B. NEW BUSINESS: Dennis will pass along the letter Rita received to Attorney Manion.

C. GENERAL CONCERNS:

D. PUBLIC PARTICIPATION: Steve Burrows was present and said it's been 70 days since he was placed on administrative leave and would like to get this over with. He said there are 6 grievances and he is available to talk to anyone that has any questions.

E. ADJOURN: *Trustee Steve Smith motioned to adjourn at 5:55 p.m. and Trustee Rita Baker seconded the motion. All voting aye, the motion carried.*



Transcribed from tape by
Julie Polson
Office Manager

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PERSONNEL AND PUBLIC SAFETY COMMITTEE MEETING Tuesday, June 19, 2012 at 6:00 p.m.

Chairperson Rita Baker called the meeting of the Personnel and Public Safety Committee to order on Tuesday, June 19, 2011 at 6:02 p.m. Those present were Chairperson Rita Baker, Trustee Steve Smith, Trustee Charlie Mattern, Trustee Mike Blaies, Trustee Seth Speiser, Trustee Ray Matchett, Chief Mel Woodruff, Village Administrator Dennis Herzing, Assistant Public Works Director John Tolan and Office Manager Julie Polson. Guest present: Steve Burrows.

POLICE: A. OLD BUSINESS:

1. Moeckel's status: Chief Woodruff said Matt is back to work. He is required to wear a leg brace. Item can be taken off the agenda.

2. Full-time police officer: Mel said we received a total of 61 applications for both full- and part-time officers. Of that total, 19 applicants are fully trained and ready to work; 14 need some form of training and 28 have no training or experience. He would like to send a cover letter and application to the 19 qualified applicants and start the second phase of the process. The committee agreed with this and also to end accepting resumes on Monday, June 25th.

B. NEW BUSINESS:

1. Renewal of Megsi Agreement: Mel advised this is our yearly renewal for the Megsi Intergovernmental Agreement. Dennis will prepare the ordinance and have it ready for the next board packet.

Trustee Steve Smith motioned to recommend to the full Board the Megsi Agreement be approved and Trustee Charlie Mattern seconded the motion. All voting aye, the motion carried.

Mel said we need a new laptop for the office which would replace one of the older desktop computers. We would still set up the old one to be utilized as a separate workstation for the patrol officers. We had CompuType prepare a quote with the specifications we gave them and they have quoted a price of \$869. The committee agreed to the purchase of the laptop.

Mel said he and Dennis have discussed the police department's lack of storage. He reminded the committee we have a police dept., expansion in the 3- to 5-year plan but wanted to try and come up with a short-term solution. He passed out a brochure of a 12 x 24 utility building that would cost approximately \$3940. It would come in on a skid which would be useful in the future if the shed is not needed, we could move it to another location. Trustee Smith asked Mel what would be stored in the building and Mel said old files. Steve was concerned about the safety of the contents. Mel stated this is not his first choice but he was looking for a solution that would work within the current budget. Charlie said he would rather spend \$75,000 on an addition to the building. Dennis will get a quote on putting a basement under Village Hall and bring it to the next meeting.

PERSONNEL:

A. OLD BUSINESS:

EXECUTIVE SESSION

6:35 P.M.

Personnel/Police Committee Meeting
Tuesday, June 19, 2012

Trustee Steve Smith motioned to enter Executive Session citing personnel, 5 ILCS 120/2-(c)(1)a and Trustee Charlie Mattern seconded the motion. All voting aye, the motion carried.

EXECUTIVE SESSION ENDED at 7:03 P.M.

Chairperson Baker reconvened the regular session of the Personnel/Police Committee meeting at 7:04 p.m.

1. Approval of May 10, 2012 Regular and Executive Session Minutes and April 23, 2012 Executive Session Minutes: Trustee Steve Smith motioned to approve the May 10, 2012 Regular and Minutes and Trustee Charlie Mattern seconded the motion. All voting aye, the motion carried.

Trustee Steve Smith motioned to approve the May 10, 2012 Executive Session Minutes and Trustee Charlie Mattern seconded the motion. All voting aye, the motion carried.

Trustee Steve Smith motioned to approve the April 23, 2012 Executive Session Minutes and Trustee Charlie Mattern seconded the motion.

2. Employee Handbook: Nothing at this time.
 - a. Public Works On Call Status: Nothing at this time.
3. Job Descriptions: Nothing at this time.
4. Safety Policy: John said we are working on this and we will have a safety manual.
5. Non-union employee raises: Julie said she will email Gene and have him compile a list of his job duties so we can get started on revising his job description.

B. NEW BUSINESS: None.

C. GENERAL CONCERNS:

EXECUTIVE SESSION 7:06 P.M.

Trustee Steve Smith motioned to enter into Executive Session citing personnel, 5 ILCS 120/2-(c)(1)a and Trustee Rita Baker seconded the motion. All voting aye, the motion carried.

EXECUTIVE SESSION ENDED at 7:10 P.M.

Chairperson Baker reconvened the regular session of the Personnel/Police Committee meeting at 7:10 p.m.

Trustee Steve Smith motioned to recommend to the full Board John Tolan be paid for 39 hours of unused vacation and Trustee Rita Baker seconded the motion. All voting aye, the motion carried.

D. PUBLIC PARTICIPATION: Steve Burrows was present and stated he is ready to come back to work and also said anyone can talk to him if they have any questions.

E. ADJOURN: Trustee Steve Smith motioned to adjourn at 7:11 p.m. and Trustee Rita Baker seconded the motion. All voting aye, the motion carried.

Julie Polson
Office Manager



June 18, 2012



Glen E. Polacek

Freeburg Town Board

To Whom It May Concern:

We want to have an outdoor function at the Freeburg baseball fields on the dates of Friday, the 21st of September and Saturday, the 22nd of September. It is understood that we need to inform you of our itinerary for these two dates for approval from the town board.

Friday, the 21st of September

- 5:00pm to 11:30pm Would Be Our Hours of Operation
- During These Hours There Will Be A Kickball Tournament
- 7:00pm to 11:00pm Live Modern Country Music
- Food Vendors
- Draft Beer

Saturday, the 22nd of September

- 11:00am to 11:30pm Would Be Our Hours Of Operation
- During These Hours There Will Be A Kickball Tournament
- A Car Show
- Inflatable Bounce Houses And Rides For Kids
- 2:00pm to 6:00pm There Will Be A DJ Playing Country Music
- 7:00pm to 11:00pm Live Modern Country Music
- Food Vendors
- Draft Beer

Glen E. Polacek

Glen E. Polacek



Our estimated amount of attendance is around 1500 people on Friday and around 2000 people on Saturday. We will have security at the park throughout the two days. However, we would like to request two officers on Friday, the 21st from 8:00pm to 12:00am and two officers on Saturday, the 22nd from 8:00pm to 12:00am. Our intentions are to provide a safe place for the community to gather and to thank all of the continued support the baseball teams, coaches, and families continue to provide for our baseball league. If you require any further information please feel free to contact me at any time.

Thank You,

A handwritten signature in black ink that reads "Glen E. Polacek".

Glen E. Polacek

618-792-6880

Glen E. Polacek